



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

### ***“Honoring California’s Veterans”***

The benefits of working for Veterans Affairs includes easy light rail access, an on-site exercise facility and knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

### **ASSOCIATE PERSONNEL ANALYST\***

**Permanent, Full –Time**

**\$4400 - \$5348 Monthly**

**Location: Department of Veterans Affairs  
Veterans Services Division Headquarters  
1227 O Street Sacramento, CA 95814**

**Final File Date: Until Filled**

### **\*This Position is Pending Hiring Freeze Exemption Approval**

#### **Who Should Apply:**

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

**THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.**

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.calvet.ca.gov](http://www.calvet.ca.gov), or to view examinations offered by all State departments, please visit the State Personnel Board’s website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.**

#### **Duties and Responsibilities:**

Under direction of the Staff Services Manager I and/or Staff Services Manager II, the incumbent will perform the full range of classification and compensation duties relative to the recruitment and selection of new employees at the new veterans homes in Fresno and Redding, California.

- Develop job opportunity bulletins and post to a variety of media including the CalVet intranet and State Personnel Board websites to advertise positions. Respond to telephone, email and other inquiries regarding advertised positions.
- Solicit and work with vendors and agency contracting and procurement staff relative to the development of scope of work for pre-employment LiveScan fingerprinting services and pre-employment physicals, etc. Schedule prospective candidates for LiveScan and pre-employment physicals. Ensure that all candidates have cleared background screening prior to hiring commitments.

- Act as Chairperson on exams and interviews as requested. Conduct Classification and compensation studies and resolve issues by recruitment and retention differential, Hiring Above Minimum (HAM), specification revisions, State Personnel Board Items, Certification Action Requests, out-of-class pay, Red Circle and other means of resolution.
- Research, analyze and prepare formal memoranda, proposals and reports related to all areas of personnel management to departmental staff, executive management, control agencies, other state departments and various outside organizations.
- Review and prepare adverse actions and notices of rejection during probation as requested. Provide training and guidance to the veterans homes personnel staff on a variety of personnel related issues.
- Travel to and represent the Agency at career fairs and offsite meetings. Periodic visits to assist and conduct human resources training and other tasks associated with the activation of the new veterans homes at Fresno and Redding and/or other veterans homes located throughout California.

### **How To Apply:**

Visit the State Personnel Board (SPB) website at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Jacquie Ruiz – M80 #039 11/12. To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application.** All State applications must be postmarked no later than the final filing date.

**Note:** In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position #830-440-5142-810.

### **Questions:**

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Jacquie Ruiz, Human Resources Office, at (916) 653-1849. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 830-440-5142-810 RELEASED: 8.30.11